Duplicate Enrollment Audit

Overview

The Office of Financial Accountability and Reporting of the Arkansas Department of Education has worked with the Office of Data Quality & Management to launch a new Duplicate Enrollment Audit website to manage students who appear to be enrolled in more than one school district simultaneously. The new system, designed to speed response time, allows you to review students in your district who are enrolled in more than one district and confirm or correct data using an online form.

Auditing Duplicate Enrollments

To view a list of students in your district who are also enrolled in another district, navigate to the ADE Data Center using the following URL: http://adedata.arkansas.gov/
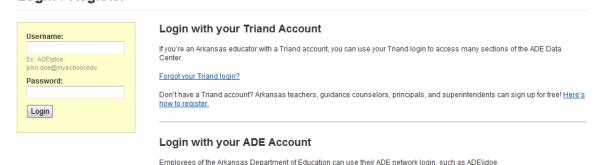
Click "Login/Register" at the top right of the screen.

Log in using your Triand log in information.
(registration information provided if you do not have a Triand account)

Login / Register

Username:

Ex: ADE\jdoe, john.doe@myschool.edu

Password:

[Login]

Login with your Triand Account

If you're an Arkansas educator with a Triand account, you can use your Triand login to access many sections of the ADE Data Center.

Forgot your Triand login?

Don't have a Triand account? Arkansas teachers, guidance counselors, principals, and superintendents can sign up for free! Here's how to register.

Login with your ADE Account

Employees of the Arkansas Department of Education can use their ADE network login, such as ADE\jdoe.
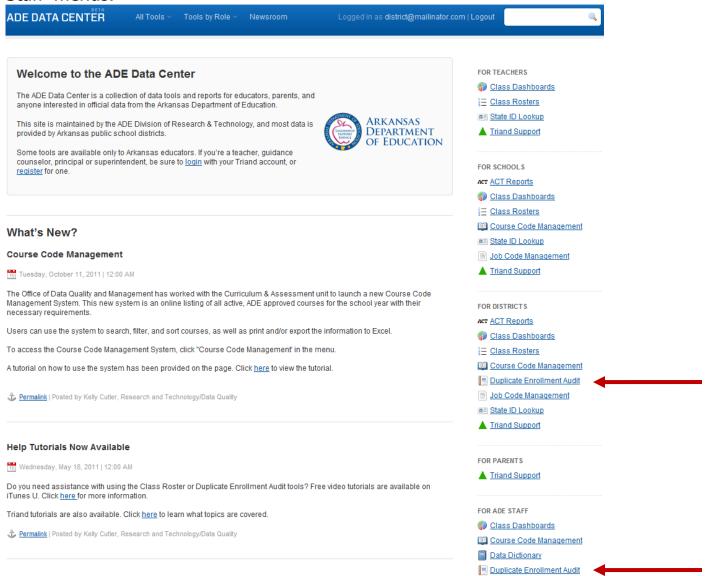
After you've logged in, you will be taken back to the ADE Data Center Home Page.

A link to "Duplicate Enrollment Audit" is located in the 'For District' and 'For ADE Staff' menus.

** All data used in this tutorial is sample data with student IDs masked **

The Duplicate Enrollment Audit page will display a list of any student currently enrolled in your district who appears to be enrolled at more than 1 school district.

The State ID, last four digits of SSN, District, School LEA, School Description, Student Name & Grade will display.

This data can be sorted by clicking on the column header that you which to sort by. Clicking once will sort in ascending order (A-Z, lowest to highest), clicking again will sort in descending order (Z-A, highest to lowest).

| State ID | SSN | District LEA | District Description | SchoolLEA | School Description | First Name | Last Name | Grade | Enrolled |

To audit the information, click the student ID link under "Details" beside the student's name.

Details

9999999999 ⟵

9999999999

The student information will display with instructions. Fill out all applicable information requested on the form.

Student: State ID: ▮▮▮▮▮ Last 4 digits of S/N: ▮▮▮▮

District LEA: 5401000 Sample District

School LEA: 5401001 Sample School

Grade: 04   Entry Date: 8/19/2010 12:00:00 AM

The above is the most current entry date and it is correct: ⦿ Yes ◯ No

This Student is currently enrolled in this district: ⦿ Yes ◯ No

Is Student in a residential treatment facility? ◯ Yes ⦿ No

Is the Student attending school in the district on a Tuition Agreement? ◯ Yes ⦿ No

Does student reside within the boundaries of the district, but attends school in another district on a Tuition Agreement? ◯ Yes ⦿ No

Please check all that apply to any corrective action taken:

☐ The Student entry date was wrong and was corrected on : _____

☐ Student drop/withdrawal date was in error and was corrected on _____

☐ The withdrawal/drop date was missing and was entered into the database on : _____

☐ Drop/withdrawal CODE was in error and was corrected on : _____

Other corrective action taken (please explain) :

[   ]

After all relevant information is entered, you must check the box to confirm that all information is accurate and enter a phone number where you can be reached, if necessary. You can save this information & go to the next record, save this information & return to the main duplicate enrollment audit screen or cancel all changes.

☐ I attest this information is accurate and these corrections have been made
User: John Doe
Email: email@school.com
Phone: [   ]

Date: 11/17/2011 10:15:21

[Save and next]   [Save and return to main screen]   [Cancel]

Important Notes:

- **You must follow these steps for EACH student listed.**
- **If a correction is made to the Duplicate Enrollment Audit Website, the same correction must also be made in the APSCN StudentPlus (or eSchoolPlus) software. It will also be necessary to re-submit one or more cycle reports if a correction is entered in APSCN that affects a prior quarter ADM count.**

Once you are on the main screen, if at any time you would like to view or edit the student records that you have audited, click the View/Edit link.

Duplicate Enrollment Audit

View/ Edit ⬅

Click the state ID link in Details to make any edits.

Duplicate Enrollment Audit

Back to main screen

State ID	SSN	District LEA	District Description	School LEA	School Description	First Name	Last Name	Grade	Enrolled	Details
▇▇▇		5401000	BARTON-LEXA SCHOOL DISTRICT	7302011	BEEBE MIDDLE SCHOOL			05		▇▇▇
▇▇▇		5401000	BARTON-LEXA SCHOOL DISTRICT	7302011	BEEBE MIDDLE SCHOOL			06		▇▇▇

Once all duplicate enrollments have been audited, the main duplicate enrollment screen will indicate that no duplicate enrollments have been found. You can click View/Edit to make any final changes before printing.

Duplicate Enrollment Audit

View/ Edit

No Duplicate Enrollments found.

☐ I attest this information is accurate and these corrections have been made ⬅

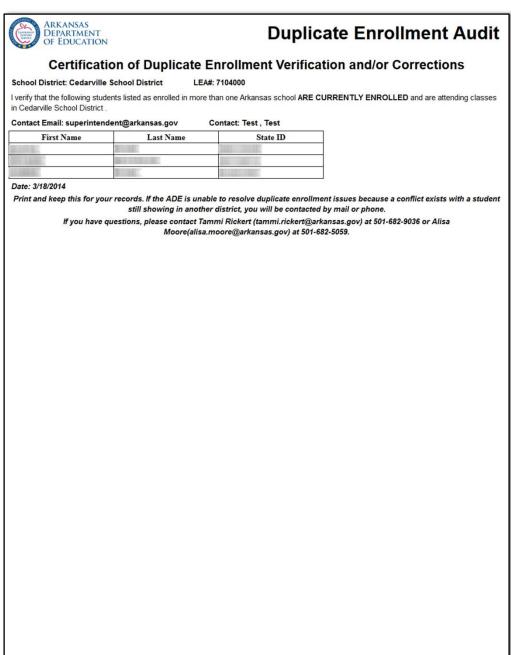Phone: [   ] ⬅

[Go to print] ⬅

When all changes are final and no duplicates are found, you must check the box to attest that all information is accurate and enter your phone.

Click "Go to print" to open a printer friendly format to keep for your records.

While only the first page will display on your screen, you may select "Print Preview" from your browser window to view all pages. Multiple pages may display, depending on how many students were listed in your audit, as well as

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the different actions that were taken.

Duplicate Enrollment Audit

Certification of Duplicate Enrollment Verification and/or Corrections

School District: Cedarville School District   **LEA#: 7104000**

I verify that the following students listed as enrolled in more than one Arkansas school **ARE CURRENTLY ENROLLED** and are attending classes in Cedarville School District .

Contact Email: superintendent@arkansas.gov   **Contact: Test , Test**

First Name	Last Name	State ID

Date: 3/18/2014

Print and keep this for your records. If the ADE is unable to resolve duplicate enrollment issues because a conflict exists with a student still showing in another district, you will be contacted by mail or phone.

If you have questions, please contact Tammi Rickert (tammi.rickert@arkansas.gov) at 501-682-9036 or Alisa Moore(alisa.moore@arkansas.gov) at 501-682-5059.

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Duplicate Enrollment Audit

Certification of Duplicate Enrollment Verification and/or Corrections

School District: Cedarville School District   **LEA#: 7104000**

I verify that the following students listed as enrolled in more than one Arkansas school **ARE CURRENTLY NOT ENROLLED** and are not attending classes in Cedarville School District .

Contact Email: superintendent@arkansas.gov   **Contact: Test , Test**

First Name	Last Name	State ID

Date: 3/18/2014

Print and keep this for your records. If the ADE is unable to resolve duplicate enrollment issues because a conflict exists with a student still showing in another district, you will be contacted by mail or phone.

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Duplicate Enrollment Audit

Certification of Duplicate Enrollment Verification and/or Corrections

School District: Cedarville School District   **LEA#: 7104000**

If there were any names on the duplicate enrollment list that the district was unable to reconcile, please list below and state the reasons under "Comments."

Contact Email: superintendent@arkansas.gov   **Contact: Test , Test**

Student Name	State ID	Comments

Student Name	State ID	Comments

Date: 3/18/2014

Print and keep this for your records. If the ADE is unable to resolve duplicate enrollment issues because a conflict exists with a student still showing in another district, you will be contacted by mail or phone.

If you have questions, please contact Tammi Rickert (tammi.rickert@arkansas.gov) at 501-682-9036 or Alisa Moore(alisa.moore@arkansas.gov) at 501-682-5059.

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